

**Abington Public Library  
Part-time Reference Librarian  
Position Vacancy**

**Search Extended**

**August 29, 2016**

The Abington Public Library is accepting applications for a part-time (14 – 18 hours per week) Reference Librarian. The successful candidate will possess a positive customer service attitude and the ability to be friendly, courteous and tactful with the public, as well as proficiency in the areas of responsibility detailed below.

**Areas of Responsibility:** Assists the public in meeting information needs using print, non-print, electronic, and Internet resources. Provides in-house, telephone and e-mail reference service to library users. Provides instruction to the public in using all of the library's resources by means of individual assistance, conducting workshops and preparing handouts and other print materials. Working with the Library Director and the Assistant Librarian for Adult Services, selects and catalogs adult non-fiction and reference materials in print, non-print and electronic formats using professionally recognized standards. Working with the Library Director and the Assistant Librarian for Adult Services, assesses adult non-fiction and reference collections and withdraws as necessary to retain the currency, accuracy and relevance of the collection. Organizes and indexes reference materials, such as local community resources files, a directory of Internet resources, and local, state and federal government documents. Prepares reading lists, bibliographies and displays of topical materials to meet patron needs. Creates appropriate signage for adult reference and non-fiction areas. Coordinates non-fiction and reference materials with the Abington Public Schools secondary level curriculum frameworks and assignments. Working with the Children's Librarian, develops and presents instructional lessons for upper-elementary and secondary school class visits. Assists the Library Director and other designated staff members in maintaining and troubleshooting technology. Occasionally assists at the circulation desk and all staff members may be called upon to perform other library duties as assigned.

**Qualifications:** ALA accredited MLS or equivalent school library media specialist advanced degree strongly preferred. Bachelor's degree including course work in library science, children's/young adult literature and information technology required, with enrollment in an ALA accredited MLS program or a graduate program for school library media desirable. Knowledge of the principles and practices of professional librarianship is essential. Experience working with children/teens in either a public library or school situation required. Ability to work comfortably in Windows environment with thorough knowledge of Microsoft Office applications, desktop publishing and email is necessary. Working knowledge of the use of computers for library functions; knowledge of SIRSI/DYNIX Symphony preferred. Demonstrated willingness to stay current with technological trends. Excellent written, verbal and customer service skills. Ability to

frequently walk, stand, bend, stoop, kneel, sit, reach above the head and lift up to 30 pounds; strength is needed to push loaded book trucks and arrange furniture in the meeting rooms.

**Hours and Benefits:** This is a non-union position and not eligible for benefits. Typical schedule includes two weekday shifts, one evening per week, and rotating Saturdays during the academic year (typically late August through late May). The salary is \$20.36 per hour.

**Closing Date:** September 23, 2016

**Submit:** Resume, cover letter and Town of Abington employment application which may be found on the Town of Abington website:

[http://www.abingtonma.gov/sites/abingtonma/files/file/file/employment\\_app.pdf](http://www.abingtonma.gov/sites/abingtonma/files/file/file/employment_app.pdf)

to: Deborah Grimmert, Library Director at [ablib@ocln.org](mailto:ablib@ocln.org)

While electronic submissions are preferred, submissions may be mailed to:

Deborah Grimmert, Library Director

Abington Public Library

600 Gliniewicz Way

Abington, MA 02351